



Glendale Community College Regional Consortium

Our Vision: All adult learners will have access to and participate in education and resources leading to meaningful employment or higher education.

AEBG Implementation Meeting

Glendale Community College – Garfield Campus

June 22, 2016
1:00pm-3:00pm

Agenda

Agenda Item		Purpose	Person(s) Responsible	Time Frame
I.	Introduction	A. Welcome & Introductions	Alfred	10 min.
II.	Minutes	A. Review & Approval of Minutes for May 26, 2016	Alfred, Scott, Judith	10 min.
III.	Committee Reports	A. Committees Report on Action Plans Developed on May 26, 2016 1) Career Pathways 2) Programs for AWD 3) ESL & Contextual Curriculum 4) Professional Development 5) Communication & Marketing	All Members, Partners & Participants	30 min
IV.	Discussion & Next Steps	B. Unscheduled Business 1) Announcements 2) Next meeting date: TBD	Consortium Team	10 min.
V.	Committee Action Planning	A. Breakouts: Committee Meetings & Planning	Consortium Team	60 min.
VI.	Adjourn	3:00pm		



Glendale Community College District Regional Consortium
AEBG Implementation Meeting

Glendale Community College – Garfield Campus
 May 26, 2016

Members: Alfred Ramirez, Scott Anderle, Judith Velasco

Partners Present: Lauren Castillo, Danette Roe, Janette Panganiban, Debbie Robiglio, Rick Saunders, Jason Schlatter, Jan Young, Dr. Deborah Kinley, Lora Martinolich.

Minutes

Agenda Item		Purpose
I.	Introduction	A. Welcome & Introductions 1) Alfred opened the meeting and welcomed the group.
II.	Minutes	A. Review of Minutes from March April 21, 2016 1) Minutes approved as submitted.
III.	Discussion & Next Steps	A. Unscheduled Business 1) Announcements a. MaryAnn reviewed the Confidentiality section added to the By Laws. MaryAnn will be coordinating Member signatures. MaryAnn will also follow up on MOUs for signatures. b. Alfred discussed his efforts to find facilities in Glendale to hold ESL courses. ESL courses have been expanded to 10 weeks. Ideally, ESL courses will be held in the morning and computer classes in the afternoon. It has been challenging finding facilities that can accommodate daily use. c. Rick Saunders presented the action plan of the Committee for developing programs for AWD. They are launching Career & College Pathways for AWD in August. This first course will be piloted with mild to moderate disabilities and candidates will be referred by SELPA. d. Jan Young asked about funds for establishing tracking and data sharing system. Alfred explained the state was establishing a system although launch date is yet to be determined. 2) Next meeting date: June 22, 2015
V.	Committee Action Planning	A. Breakouts: Committee Meetings & Planning 1) MaryAnn reviewed the Action Plan Template that the Committees will use. The Consortium will be able to use the plans to track progress. Committees will present updates at each meeting. 2) Committees broke out to work on Action Plans. Results/notes will be submitted to MaryAnn to prepare for next month's meeting.
VI.	Adjourn	3:00pm

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Career Pathways				
Activities: <ul style="list-style-type: none"> Coordinate more noncredit to credit pathways Provide workshops for recent immigrants Outreach to GUSD High School Collaborative: create more transitions and pathways Expand GED to Credit Managed Enrollment 	<ul style="list-style-type: none"> Expand pre-assessment courses Offer cultural acculturation workshops Establish laptop lending program at Garfield and Library Identify existing career pathways Identify adult education courses that can be incorporated into existing career pathways 			
Action:				
Project Leader: Measure(s): <ol style="list-style-type: none"> 1. 2. 				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.				
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Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Programs for Adults with Disabilities				
Activities:				
<ul style="list-style-type: none">• Coordinate programs for adults with disabilities• Counsel DSPS students: Provide counseling to AWD students on site• Identify available services from AEBG partners (i.e. DOR, Regional Center, etc.)				
<ul style="list-style-type: none">• Hire Learning Specialist to assist students in the classroom• Develop a system for assessing challenges and identifying disabilities• Assist with coordinating AWD Summit				
Action: Career & College Pathways for Adults with Disabilities (C²PAD)				
Project Leader:				
Measure(s):				
1. Enroll __ of AWDs				
2. Transition ____ AWDs into career pathways leading to employment				
3. Transition _____ to higher education				
4. Wage at placement:				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Review 21 st Century Skills from PCC as model	5/20/16	5/20/16	Rick
2.	Hold Committee planning meeting	5/20/16	5/20/16	Rick
3.	Recruit Instructor and Learning Specialist	6/20/16		Jan/Tina
4.	Instructor customizes curricula for C²PAD	7/15/16		
5.	Develop information flyer for Special Ed staff, DIS staff, Teacher Specialists to inform them of pilot	6/30/16		Rick
6.	Develop referral process & form to be used by K-12, DOR, Regional Center and VJC to refer candidates	7/15/16		Alana
7.	Coordinate pilot launch	8/28/16		
8.	Refer candidates to pilot	8/1/16		
9.	Coordinate Open House	8/21/16		MaryAnn
10.	Send Save the Date flyers for Open House	7/22/16		MaryAnn
11.	Hold Open House	8/22/16		Committee
12.	Launch Pilot 1	8/29/16		
13.				
14.				
15.				

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AEBG Implementation Action Plan

Committee: ESL & Contextual Curricula				
Activities: <ul style="list-style-type: none"> Expand ESL program Hire ESL instructor Develop strategy for incorporating contextual ESL in existing career pathways 	<ul style="list-style-type: none"> Develop contextual ESL curriculum for career pathways Identify visible potential sites for offering classes within GCC District Offer ESL classes at various sites 			
Action:				
Project Leader: Measure(s): <ol style="list-style-type: none"> 1. 2. 3. 				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
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AEBG Implementation Action Plan

Committee: Professional Development				
Activities: <ul style="list-style-type: none">• Develop professional development plan• Coordinate training to align adult basic education and secondary education with K-12 and credit		<ul style="list-style-type: none">• Identify online seminars and webinars• Conduct survey to gather input from all partners• Coordinate training in: Serving the AWD Population		
Action:				
Project Leader: Measure(s): <ul style="list-style-type: none">1. Number sessions held2. Number attendees3. Evaluation results: 95% satisfaction4. Competency achievement				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Conduct needs assessment			MaryAnn
2.	Develop Professional Development Plan			MaryAnn
3.	Training: Working with AWD	September		MaryAnn
4.	LMI presentations on a quarterly basis	September		MaryAnn
5.	Semi-Annual Business Forum			
6.	Partner Presentations each month			
7.	Establish Calendar for events			
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AEBG Implementation Action Plan

Committee: Marketing				
Activities: <ul style="list-style-type: none"> Create website Develop marketing brochures and pamphlets Create media packet 		<ul style="list-style-type: none"> Create ambassador presentation for project Develop marketing plan Develop communication system for key stakeholders 		
Action:				
Project Leader: Measure(s): <ol style="list-style-type: none"> 1. 2. 3. 				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Create marketing plan			
2.	Create brand image			
3.	Create website to assist with communication			
4.	Create marketing tools based on marketing plan: media packet, brochures, pamphlets			
5.	Employer Summit	August 16. 2016		MaryAnn
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